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HELP YOUNG CANADIANS HELP YOU

...IN SCIENCE AND TECHNOLOGY

Employer's Guide and Application Form

Young Canada Works Program

Working as part of Canada's Youth Employment Strategy, the Department of Canadian Heritage is helping employers offer approximately 40 internships in science or technology each year for young Canadians from all regions of the country. The Young Canada Works program provides young unemployed or under-employed university and college graduates with an opportunity to apply their skills and play a key role in expanding access to new and emerging technologies, and in dealing with challenging production and research problems, while gaining a work experience that improves their longer-term employment prospects.

Heritage and cultural institutions or organizations, technology-based enterprises and scientific research organizations are invited to work in collaboration with the Department and its coordinating organizations to develop internships that help youth gain the critical experience needed to enter the labour force.

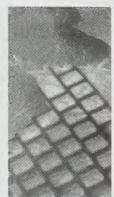
Young Canada Works in Science and Technology — Its Objectives

Canada's arts and heritage institutions and organizations provide economic value as well as social and cultural benefits to Canada and to Canadians. Young Canada Works in Science and Technology is designed to capitalize on these important assets and on the skills and talents of young people to help enrich historical knowledge about Canada and to enhance young people's appreciation of Canada's achievements, people, places and heritage collections.

This internship initiative helps up to 40 young Canadians gain an opportunity to enhance their creativity and problem-solving capacity; develop custom software and transfer know-how; contribute to on-line content design and access; and contribute to safeguarding cultural and heritage records and collections in new media, including the management of electronic records. The internships aim to improve access to and dissemination of information on Canada's history and creative achievements through new communication and information technologies.

Young Canada Works is committed to employment equity.





How to Apply to Young Canada Works in Science and Technology

Note: Young Canada Works in Science and Technology is delivered for the Department of Canadian Heritage by administrative and coordinating organizations. These non-profit organizations are responsible for administering the component for the employers with whom they sign contracts. Successful employer applicants will receive written confirmation from the appropriate coordinating organization and will be asked to sign a formal contract derived in part from the information provided by employers in their application form.

Step 1: Read the **Program Policies and Guidelines** to determine your eligibility.

Step 2: Referring to the **Internship Selection Criteria**, complete the Application Form, including the Employer Profile (Section 100), the Internship Profile (Section 200), the Budget (Section 300) and the Exchange Component (Section 400).

Step 3: Attach to your application form the **Internship Information** as listed and described in Section 200.

Step 4: As a last step, review the **Checklist** in Section 500 and ensure that the appropriate officer completes the **Signature Block**. Mail the completed application to one of the Coordinating Organizations listed (after Section 500).

First consideration will be given to applications received on or before **February 15, 2002**.

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Internship Selection Criteria

Working as part of Canada's Youth Employment Strategy, Young Canada Works in Science and Technology will support internship proposals that:

- Show that interns will be recruited according to objective criteria, taking employment equity into account;
- Help interns acquire significant work experience related to their field of education or training, and that will increase their chances of finding long-term employment;
- Demonstrate, through appropriate resources, a capacity to support interns in finding employment after the internship; and
- Demonstrate serious commitment to the internship through cost-sharing, including cash and in-kind contributions from the employer and/or partners.

The selection process will take the following criteria into consideration. Proposals should describe how the internship will:

- Assist the arts and heritage areas of the cultural sector in their mandates to reflect and showcase Canada to Canadians;
- Help to strengthen Canada's cultural and heritage networking, increase efficiencies and promote stewardship, information dissemination, marketing and visibility of cultural and heritage products and services;

- Demonstrate potential for sustainable impact or spin-offs for arts and heritage sectors.

In addition, internship projects should:

- Encourage technology transfers to cultural and heritage organizations, or applied scientific research;
- Provide proper orientation and supervision to participants;
- Provide a marketable work experience in arts and heritage lasting between a minimum of 4 (preferably 6) months and a maximum of 12 months;
- Contribute to building connections among Canadians;
- Contribute to local or regional community, to national priorities in science and technology, including regional employment.



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Program Policies and Guidelines

- 1. ELIGIBLE EMPLOYERS** — Non-profit institutions/organizations, working in the area of museums, archives, libraries, theatre, dance, music, publishing, film and video companies, in collaboration with other cultural, heritage and industry organizations at the national, provincial, territorial, municipal or community level, are eligible to receive funding and act as employers under Young Canada Works in Science and Technology. Enterprises/industries are matched to arts and heritage institutions/organizations where applications of new and emerging technologies can be made, where creativity and problem-solving is emphasized, or where scientific research can be conducted. In addition, employers must:
 - demonstrate their organizational stability and financial health;
 - share the cost of the proposed internship(s) through contributions in cash and in-kind (e.g., use of facilities, transfer of skills, time allocated to supervision, orientation and establishing networks, etc.); it is the employer's responsibility to propose a financial support package that ensures full compliance with Canadian laws and regulations;
 - demonstrate the capacity to provide support to interns seeking long-term employment during and at the end of the internship;
 - consent to participate in the program's evaluation/assessment of impact.
- 2. ELIGIBLE CANDIDATES** — To be eligible for consideration by employers receiving financial assistance under Young Canada Works in Science and Technology, participants must:
 - be Canadian citizens or legally entitled to work in Canada (Permanent Residents); non-Canadian graduates holding a temporary work visa or awaiting permanent resident status are not eligible;
 - be legally entitled to work according to relevant provincial/territorial legislation and regulations;
 - be university or college **graduates**, up to age 30 (at the start of the internship period), who are unemployed or underemployed;
 - be willing to commit to an internship lasting between 4 (or preferably 6) and 12 consecutive months and to achieve project goals;
 - have skills appropriate to internships funded; must be science graduates for science research and development projects;
 - consent to participate in the program's evaluation/assessment of the project's impact.

In addition, to be eligible, candidates must **not** have participated or been paid or accepted previously under any

other internship program that is funded under the Government of Canada's Youth Employment Strategy. Eligible candidates are encouraged to apply by submitting their résumés to Campus WorkLink (<http://www.campus-worklink.com/>).

- 3. CONDITIONS OF INTERNSHIP** — Internships are designed in keeping with the following principles and policies:
 - the employer will take into consideration national, regional and/or local employment objectives;
 - the employer must select interns from applicants who meet the program eligibility criteria;
 - employers will demonstrate timeliness in responses to youth;
 - provide equitable opportunities to unemployed or under-employed Canadian youth, including such considerations as gender, equity, rural and/or disadvantaged youth;
 - the employer is required to provide a project description to participants and an internship plan that includes specific objectives;
 - the objectives should provide for a work experience that facilitates the transition to the labour market;
 - provide a marketable work experience lasting between a minimum of 4 months (or preferably 6) and a maximum of 12 months, ending before April 1, 2003, in a setting likely to lead to long-term employment or self-employment;
 - the internship work week involves between 30 and 40 paid hours (projects offering part-time placements to disabled participants are also eligible — see attached Terms and Conditions);
 - the employer must offer, as appropriate for the specific internship, a living allowance and other financial support respecting Canadian laws and regulations; interns must be paid according to their training and type of internship and they must be paid in a timely manner;
 - under normal circumstances, the employer will be expected to pay interns from payroll and to make the required source deductions;
 - the internship will be carried out with due care and diligence, in accordance with all applicable federal and provincial laws, by-laws and regulations;
 - the employer must ensure that visibility is given to the Government of Canada in various promotional and media activities.
- 4. SELECTION OF CANDIDATES** — Once project selection is completed and an employer has received a written confirmation, it is the employer's responsibility to select participants. Participants are as a rule selected from registrants

in Campus WorkLink, an Internet-accessible databank of young people available for the job market. For timely hiring, employers with access to Internet are encouraged to register at <http://www.campusworklink.com> to have direct access to profiles of unemployed or underemployed Canadian graduates. Employers without access to Internet may call the applicable coordinating organization to obtain a list of available participants from their region, or other parts of Canada who match internship requirements.

Interviews and selection will follow existing procedures and policies of each employer. Employers are encouraged to conduct telephone interviews with applicants from other regions of the country. Employers and youth hired must both fill out and submit initial and exit surveys to allow for the measurement of the impact of the Young Canada Works program. Employers must provide the coordinating organization with the names and permanent addresses of the participants at the time they are hired. (The relevant form must be received before an employer's first payment can be processed.)

5. YOUNG CANADA WORKS PROGRAM CONTRIBUTIONS —

The following conditions apply:

Participating Youth must be paid an allowance or wages in line with existing industry norms in the region of the internship and according to their training and type of internship. If required to move to another region in Canada for their internship, they can receive financial assistance for transportation and lodging. [Note: Participant income and supplementary benefits are considered taxable income by the Canada Customs and Revenue Agency and, in most cases, are pensionable and insurable, and must be declared by the participants.]

Employers are, in general, provided with funding assistance that represents between 50 and 75% of the support required for the costs of project(s), including support for intern allowances or wages, benefits, transportation and lodging. Employers can expect to establish funding arrangements and implementation procedures with the appropriate coordinating organization. Additional financial assistance may be provided to employers to facilitate the recruitment and participation of persons with disabilities in this component of the Young Canada Works program. Funding contributions of the employer (and sponsoring partners) include financial and in-kind contributions that reflect a commitment to the success of the project. The maximum federal contribution is \$10,000 per technology-based internship and \$12,000 per science-based internship. Up to 20% of the federal contribution may be used by coordinating organizations and employers to pay for administrative expenses related to the internship [with 80% reserved for remuneration to young participants.]

[Note: Projects in technology provide internships in small and medium-sized organizations and focus on technology and job experiences in the information technology sector. Projects that are science-based provide opportunities for young scientists to work in scientific facilities and on projects having commercial or long-term cultural and heritage potential.]

6. TRANSPORTATION AND LODGING — Young Canada Works in Science and Technology offers potential for an exchange component to provide young Canadians with an opportunity to work in other regions of Canada. When applying for funds, employers are encouraged to consider this possibility and to factor transportation and lodging costs into their budget proposals.

Employers should ensure they have adequate insurance coverage if internship participants are going to have to operate or ride in a vehicle for the purpose of their job.

7. PROGRAM EVALUATION AND FOLLOW-UP — Young Canada Works in Science and Technology forms part of Canada's Youth Employment Strategy announced on February 12, 1997. To conduct program impact assessments, employers and interns will be required to participate in an evaluation process, generally through questionnaires and/or interviews administered by the Department of Canadian Heritage or its agents. Employers are expected to offer job-search support and follow-up to the intern, and to maintain a current address file for evaluation purposes and tracking of employment results and/or outcomes.

8. PROGRAM DELIVERY — Young Canada Works in Science and Technology is delivered for the Department of Canadian Heritage by administrative and coordinating organizations working in the arts and heritage areas of the cultural sector. These non-profit partners are responsible for administering the component for the employers with whom they sign contracts. Successful employer applicants will receive written confirmation from the appropriate coordinating organization and employers are asked to communicate directly with them for information or questions.

In the event of a dispute arising out of the administration of the program by the appropriate coordinating organization, the organization and the employer or employer applicant shall make an attempt in good faith to settle the dispute. In the event that the parties are not able to resolve the dispute through negotiation, they shall submit the dispute to a mutually agreed upon mediator and shall agree to remunerate the mediator, if required, on a cost-shared basis. The decision taken by the mediator on the matter shall be final.

9. DEADLINE — Employers interested in participating in Young Canada Works in Science and Technology should fill out the required sections of the *Employer's Guide and Application Form* and mail their completed form to Young Canada Works in Science and Technology, care of the appropriate coordinating organization.

First consideration will be given to applications received on or before February 15, 2002. For information, employers should contact the applicable coordinating organization in their sector or visit the program Web site at <http://www.canadianheritage.gc.ca/ycw-jct/> for information or updates on the component.



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Employer's Application Form — 2002-2003

Employer code (Official use only)

SECTION 100 — EMPLOYER PROFILE

101. Legal name of organization		102. Federal business number (payroll or GST number)	
103. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.	104. Name of internship coordinator	105. Title of internship coordinator	
106. Street address			
107. City, town, village	108. Province/territory	109. Postal code	
110. Telephone ()	111. Fax ()		
112. E-mail address	113. Web site address (URL)		
114. Number of employees	<input type="checkbox"/> volunteers only <input type="checkbox"/> 11-15	<input type="checkbox"/> 1-5 <input type="checkbox"/> 16-50	<input type="checkbox"/> 6-10 <input type="checkbox"/> 51 or more
115. Date founded			
116. Economic sector (e.g., culture, language industries, tourism, etc.)			
117. Main product or service			
118. Sector of organization <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Non-profit			
119. Is your organization registered with Canada Customs and Revenue Agency as a charitable organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
120. If yes, what is the Canada Customs and Revenue Agency registration number? _____			
121. In which official language would you prefer to receive your correspondence? <input type="checkbox"/> English <input type="checkbox"/> French			

SECTION 200 — INTERNSHIP PROFILE

Note: Please complete the following internship profile for each internship position you wish to include in your proposal under Young Canada Works in Science and Technology. These profiles can be used in the hiring process and in your internship letter of agreement with the participant(s). Please start each profile on a new page.

201. Internship title

202. Internship stream — Please indicate whether your project is technology-based or science-based.

203. Start date of internship

204. End date of internship

205. Location of internship (city/town, province/territory, postal code)

206. Language of work required

English

French

both official languages

207. Language proficiency

Oral level - English

low

average

advanced

excellent

Written level - English

low

average

advanced

excellent

Oral level - French

low

average

advanced

excellent

Written level - French

low

average

advanced

excellent

208. Valid driver's licence required

yes

no

INTERNSHIP INFORMATION

Please attach the following information to your application form in the order requested.

209. Information to be Provided	Instructions
a) A description of the project/activity, and to its objectives (up to one typed page)	<ul style="list-style-type: none">Describe the project or activity that your institution/organization/association plans to undertake, and the location of project/activity.Identify the objectives of the project/activity; objectives should be clear and have measurable outcomes.Describe how each party will benefit from the project/activity [e.g., employer, partner(s), intern(s)].
b) A description of the specific mandate and tasks of the internship(s) and the professional development opportunity for the intern (up to two typed pages)	<ul style="list-style-type: none">State the mandate, specific objectives and results to be accomplished by the intern.Provide a concise outline of the tasks and activities to be accomplished by the intern.Provide a detailed activity schedule or work plan for the duration of the internship.Indicate clearly how the internship experience will contribute to the intern's employability or self-employability or how this developmental opportunity will facilitate the intern's entry into Canada's work force.
c) A description of the required education, experience or other qualifications for the internship (up to half a typed page)	<ul style="list-style-type: none">Indicate the background of the ideal candidate (field of study, degree or program completed, computer and other skills, occupational certificate, etc.).Detail the language proficiency requirements (written and spoken English, French, other languages).Be specific. Campus WorkLink offers a clear set of categories that you can consult at the end of this document.
d) A description of the orientation, coaching and workplace supervision to be provided to the intern for the duration of the internship (up to one typed page)	<ul style="list-style-type: none">Provide full details of who will supervise the intern and the orientation support to be offered. Please address all components of the project:<ul style="list-style-type: none">orientation;other preparatory on-site and off-site coaching;on-site supervision, monitoring and evaluation.
e) A description of the post-internship support services that will be made available to the intern (up to one typed page)	<ul style="list-style-type: none">Attach a job search/career orientation plan for the intern, indicating how the intern's job-search and networking activities will be supported during and after the internship.Are specific employment programs or job-search services available from the employer?What are the job prospects in this area of expertise at the present?

SECTION 300 — BUDGET

Instructions:

1. Photocopy this page and complete this section for each internship requested.
2. If you are requesting 2 or more interns, prepare a budget synthesis (showing totals for all internships proposed).

Guidelines:

- a) The maximum federal contribution is \$10,000 per technology internship and \$12,000 per science internship. Employers can expect to establish funding arrangements and implementation procedures with the appropriate coordinating organization. Employers, in general, may request funding assistance that represents between 50 and 75% of the support required for the costs of the internship(s). Funding contributions of the employer (and sponsoring partners) include financial and in-kind contributions that reflect a commitment to the success of the project.
- b) Eligible costs include support for intern salaries, benefits, transportation and lodging. Additional financial assistance may be provided to employers to facilitate the recruitment and participation of persons with disabilities.
- c) Up to 20% of the federal contribution may be used by coordinating organizations and employers to cover administrative expenses related to the implementation of the internship [with 80% reserved for remuneration of the young participant].

PARTICULARS		BUDGET				
INTERNSHIP COSTS	DETAILS / NOTES Provide explanatory details for each line item where known e.g., supplies = use of computer equipment	Employer Contribution		Contribution of Partners		Young Canada Works Contribution (refer to Guidelines above)
		Financial contribution	In-kind contribution	Financial contribution	In-kind contribution	
Administration costs						
• Project Coordination						
• Office Space						
• Supplies						
• Communications						
• Recruitment						
• Staff Travel						
• Other (Specify)						
Sub-total (Administration)						
Intern Costs						
• Salary / Stipend						
• Mandatory Employer Costs	see Terms and Conditions					
• Briefing and De-briefing						
• Intern Travel						
• Intern Lodging						
• Job Search Support						
• Other (Specify)						
Sub-total (Intern Costs)						
INTERNSHIP TOTAL						
IN-KIND CONTRIBUTIONS - Number of Hours of Supervision/Orientation (Please provide estimates)		Direct Supervision: _____ hours Orientation/Other: _____ hours		Direct Supervision: _____ hours Orientation/Other: _____ hours		

SECTION 400 — EXCHANGE COMPONENT

My institution/organization is willing to participate in the exchange component of the Young Canada Works program, which involves hiring young Canadians from other parts of Canada:

Yes

No

If yes, how many? _____

SECTION 500 — CHECKLIST AND SIGNATURE BLOCK

(to be signed by the Executive Director or a senior officer with financial signing authority)

I have completed the Employer Profile (Section 100), the Internship Profile(s) (Section 200), the Budget (Section 300), and the Exchange Component (Section 400).

I have attached all of the required internship information elements listed in Section 200, in the order requested.

The appropriate union has been advised of this application.

Yes No Not applicable

If no, please explain: _____

Documentation confirming union consultation is available upon request.

Yes No Not applicable

I have applied to/received funds from other Young Canada Works coordinating organizations, or from other Government of Canada programs, to fund the job(s) proposed in this application

Yes No

If yes, please specify: _____

Note: I am aware that this proposal may be shared with other coordinating organizations, and where applicable, with other federal departments and agencies participating in the Youth Employment Strategy.

I attest that I have read the **Program Policies and Guidelines** and the attached **Terms and Conditions of Contract** for Young Canada Works in Science and Technology, that my organization/institution is eligible to apply for funding assistance under this component of the Government of Canada's Youth Employment Strategy, and that all information contained in this application is accurate and true in all respects.

Name of Authorized Signatory (please print)

Title _____

Signature _____

Date _____

- Refer to Program Policies and Guidelines and attached Terms and Conditions of Contract.
- Send your completed application form to the appropriate organization listed below.
- First consideration will be given to applications received on or before **February 15, 2002**.

Heritage Projects

Young Canada Works in Science and Technology,
c/o Canadian Museums Association,
400-280 Metcalfe Street, Ottawa ON K2P 1R7
Tel.: (613) 567-0099 Fax: (613) 233-5438
E-mail: mpaquette@museums.ca

Young Canada Works in Science and Technology,
c/o Canadian Council of Archives,
1009-344 Wellington Street, Ottawa ON K1A 0N3
Tel.: (613) 996-6445 Fax: (613) 947-6662
E-mail: nlavigne@archives.ca

Young Canada Works in Science and Technology,
c/o Canadian Heritage Information Network,
15 Eddy, 4th floor, Hull, QC K1A 0M5
Tel.: (819) 994-1200 Fax: (819) 994-9555
E-mail: martin_lajoie@pch.gc.ca

Young Canada Works in Science and Technology,
c/o Canadian Library Association,
328 Frank Street, Ottawa ON K2P 0X8
Tel.: (613) 232-9625 (ext. 321) Fax: (613) 563-9895
E-mail: ycw@cla.ca

Young Canada Works in Science and Technology,
c/o L'Association pour l'avancement des sciences
et des techniques de la documentation,
202-3414 Parc Avenue, Montreal QC H2X 2H5
Tel.: (514) 281-5012 Fax: (514) 281-8219
E-mail: info@asted.org

Arts-Related Projects

Young Canada Works in Science and Technology,
c/o Cultural Human Resources Council,
201-17 York Street, Ottawa ON K1N 9J6
Tel.: (613) 562-1535, ext. 27 Fax: (613) 562-2982
E-mail: mturcotte@culturalhrc.ca

If it is unclear to which association/organization the application should be referred, the applicant can mail the form, within the same deadline, to:

Young Canada Works in Science and Technology
Heritage Policy Branch
Department of Canadian Heritage
3rd Floor, 15 Eddy Street, 15-3-A
Hull, Quebec
K1A 0M5



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TERMS AND CONDITIONS OF CONTRACT BETWEEN EMPLOYER AND ORGANIZATION

Note: If you are selected as an employer under *Young Canada Works in Science and Technology*, the following Terms and Conditions will form part of your contract with the applicable coordinating organization.

1. In this Contract, "ORGANIZATION" means the Coordinating Organization which has entered into an Agreement with the Department of Canadian Heritage to deliver part of the Young Canada Works program.

"EMPLOYER" means the EMPLOYER referred to on the application form and Contract;

"internship" means the internship referred to on the application form and Contract;

"participant" means a college or university graduate who is experiencing difficulty in making a transition into the labour force and who, as a result, is unemployed or underemployed and is to be hired by the EMPLOYER for the internship, unless the context indicates otherwise;

"Mandatory EMPLOYER costs" means Employment Insurance premiums, Canada or Quebec Pension Plan premiums, worker's compensation premiums, vacation pay and health and insurance premiums, health and education levy in Manitoba, health and post-secondary education tax in Newfoundland, which the EMPLOYER is required to pay by law in respect of the participants.

"Transportation and lodging costs" means those costs related to the exchange element of the Young Canada Works program.

2. The EMPLOYER represents and warrants that

- (a) the participants meet the eligibility criteria and do not displace or replace existing employees or volunteers, employees on lay-off, employees absent due to a labour-management dispute or on lay-off and awaiting recall;
- (b) the participants to be contracted with the EMPLOYER must not have worked as a full-time employee for the EMPLOYER (as defined by the EMPLOYER's collective agreement) at any time during the 2-year period immediately preceding the start date of the internship;
- (c) the internship will provide a minimum of 30 hours of paid work per week but will not normally exceed 40 hours of work per week (except that where the participant is disabled, a part-time internship is permissible), and will normally have a minimum duration of 4 (preferably 6) consecutive months but not exceed 12 months in a fiscal year;
- (d) the internship would not normally be created without the financial assistance provided under this Contract;
- (e) the internship would not be realized without the support of the Young Canada Works program and that neither the EMPLOYER nor any of the EMPLOYER's partners have received or will receive funds from other federal sources for this internship; (partnerships are encouraged, including with other levels of government); and
- (f) the internship will be carried out with due care and diligence, in accordance with all applicable federal and provincial/territorial laws, by-laws and regulations.

3. The EMPLOYER shall

- (a) provide the ORGANIZATION with the name(s) and permanent address(es), level of schooling and year of birth of the participant(s) at the time of hiring;

- (b) ensure orientation is conducted in a safe and supervised environment;
- (c) provide the participants with necessary supervision, an internship plan and a safe and meaningful work experience that is in keeping with the Internship Profile submitted by the EMPLOYER;
- (d) keep proper accounts and records including hours of work of each participant, invoices, receipts, vouchers, bank statements and cheques of all financial commitments and transactions relating to this Contract;
- (e) allow representatives of the ORGANIZATION to enter the EMPLOYER'S premises at all reasonable times for purposes of inspection and audit of the books and records referred to in paragraph (d);
- (f) monitor progress of each participant's internship and submit such regular reports concerning the progress of the participants and particulars of the participants as may be requested by the ORGANIZATION; and
- (g) report to the ORGANIZATION, without delay, any fact, condition or circumstance which the EMPLOYER knows or has reasonable cause to believe is a breach of the EMPLOYER's obligations under this Contract.

4. No department or agency of the Government of Canada is eligible as an employer with whom participants may be hired by the ORGANIZATION in connection with an internship.

5. Unless otherwise approved by the ORGANIZATION, the participants shall be paid during the period shown on the Employer's Contract, it being understood that the ORGANIZATION shall have no obligation to pay any contribution to the EMPLOYER in respect of costs incurred by the EMPLOYER outside such period.

6. It is further understood by the EMPLOYER that the amount of the ORGANIZATION's contribution for transportation and lodging costs shall not exceed the amount agreed upon in the Employer's Contract.

7. In cases where the EMPLOYER has hired a participant with disabilities, the ORGANIZATION will reimburse the EMPLOYER for reasonable costs incurred for the recruitment and participation of the disabled participant, including costs related to job accommodation requirements necessary for participation up to a maximum of \$3,000 per participant and upon submission by the EMPLOYER of a detailed claim of expenditures and original receipts. When hiring a participant with disabilities, the EMPLOYER understands that the ORGANIZATION's contribution toward job accommodation requirements necessary for participation shall not exceed the actual costs incurred by the EMPLOYER.

8. Payment of the ORGANIZATION's contribution may be made as follows:
 - (a) an initial advance payment not exceeding 90% of the estimated total contribution payable under this Contract; and
 - (b) upon receipt of a satisfactory claim made in a form prescribed by the ORGANIZATION and submitted within 30 days from the termination of the employment covered by the internship period, the balance, if any, of the contribution owing to the EMPLOYER.

9. (1) The EMPLOYER must observe any specific conduct requirements relating to conflict of interest contained in all statutes governing the EMPLOYER; and, prior to selection of participants, the EMPLOYER shall take such action as is necessary to prevent real, potential or apparent conflicts of interest. No contribution shall be paid in respect of costs incurred with respect to a participant or administrative staff who is a member of the immediate family of the EMPLOYER, or, if the EMPLOYER is a corporation or unincorporated organization, who is a member of the immediate family of an officer or a director of the corporation or unincorporated organization, unless the ORGANIZATION is satisfied that the recruitment of the participant or the hiring of the administrative staff, as the case may be, was not the result of favouritism by reason of the participant's or the administrative staff's membership in the immediate family of the EMPLOYER or officer or director of the EMPLOYER, as the case may be.
- (2) For purposes of subsection 9(1) "immediate family" means father, mother, stepfather, stepmother, foster parent, brother, sister, spouse (including common law partner), child (including child of common law partner), stepchild, ward, father-in-law, mother-in-law or relative permanently residing with the EMPLOYER, officer or director, as the case may be.
10. (1) In the event of a dispute arising out of the administration of the program by the appropriate national coordinating organization, the ORGANIZATION and the EMPLOYER shall make the attempt in good faith to settle the dispute. In the event that the parties are not able to resolve the dispute through negotiation, they shall submit the dispute to a mutually agreed upon mediator and shall agree to remunerate the mediator, if required, on a cost-shared basis. The decision taken by the mediator on the matter shall be final.
11. (1) This Contract may be terminated by either party on 15 days written notice. Notwithstanding the foregoing, the ORGANIZATION may terminate the Contract immediately by notice in writing:
 - (a) if the EMPLOYER is in breach of any of its obligations under the Contract;
 - (b) if any representation or warranty made by the EMPLOYER is materially false or misleading; or
 - (c) if any change occurs in the tasks and responsibilities of the participants, as described in the EMPLOYER's Contract, without the ORGANIZATION's prior approval.
- (2) The contract may be terminated in the event that Canada's Treasury Board cancels or reduces the level of funding to the program for any fiscal year in which the payment is to be made under the Contract.
- (3) Upon termination of this Contract, the ORGANIZATION shall cease to have any obligation to make any further contribution to the EMPLOYER in respect of the costs incurred by the EMPLOYER after the date of termination, and the amount of any unexpended advance shall be repaid forthwith to the ORGANIZATION upon receipt of notice thereof and such amount shall be recognized as being a debt due to the ORGANIZATION.
12. In the event payments made to the EMPLOYER exceed the amount to which the EMPLOYER is properly entitled pursuant to this Contract, the amount of such excess shall be payable forthwith to the ORGANIZATION upon notice thereof and such amounts shall be recognized as being a debt due to the ORGANIZATION.
13. Nothing in this Contract shall be deemed to authorize the EMPLOYER to contract for or incur any obligation on behalf of the ORGANIZATION.
14. No amendment to this Contract nor any waiver of its terms and provisions shall be deemed valid unless made in writing.
15. This Contract shall not be assigned by the EMPLOYER in whole or in part without the prior written consent of the ORGANIZATION and any assignment made without that consent is void and of no effect.
16. (1) Where in this Contract any notice, request, direction or other communication is required to be given or made by either party, it shall be in writing and is effective if delivered in person, sent by ordinary or registered mail, or by fax addressed to the other party for whom it is intended at the address mentioned in the Contract, and any notice shall be deemed to have been given:
 - (a) if by ordinary mail, when in the ordinary course the letter should have reached its destination;
 - (b) if by registered mail, when the postal receipt is acknowledged by the other party;
 - (c) if by fax, when the sender has received a confirmation of delivery to the recipient.
- (2) The address of either party may be changed by notice in the manner set out in subsection 16(1).
17. Upon completion of the internship or upon termination of the Contract, the EMPLOYER agrees to dispose of, in such manner as the ORGANIZATION may direct, all physical assets purchased with contribution funds other than:
 - (a) any asset costing less than \$250;
 - (b) assets that have been physically incorporated into the premises of the EMPLOYER; and
 - (c) assets that have been consumed or expended in carrying out the internship.
18. The EMPLOYER further undertakes that during the period it is engaged in carrying out the internship, it shall not sell, transfer, mortgage, pledge, lease or otherwise dispose of any assets purchased with contribution funds without the prior written consent of the ORGANIZATION.
- (ORGANIZATION to delete section 19 if not applicable.)
19. The EMPLOYER agrees to ensure that any service to the public provided by the EMPLOYER in carrying out the internship shall be made available in both official languages.
20. No member of the House of Commons, Senate and provincial legislative/territorial assembly shall be admitted to any share or part of this Contract or to any benefit arising therefrom.
21. Any payment under the Contract is subject to there being an appropriation by Parliament for the fiscal year in which the payment is to be made and to there being the maintenance of current and forecasted program budget levels.
- (Section 22 applies only where the EMPLOYER is an unincorporated organization. ORGANIZATION to delete if not applicable.)
22. It is understood and agreed by the representatives of the EMPLOYER signing this Contract on behalf of the EMPLOYER, that they shall also be personally, jointly and severally liable for any and all obligations, covenants, promises, liabilities and expenses assumed by the EMPLOYER under this Contract, and for any debt that may become due to the ORGANIZATION.
23. The ORGANIZATION shall not be liable for any illness or injury including death to the person, or the loss or damages to the property of the EMPLOYER or participant or of anyone else, occasioned by or in any way attributable to the EMPLOYER under this Contract, unless such death, illness, injury, loss or damage is caused by the negligence of an officer or agent of the ORGANIZATION acting within the scope of his or her employment. The EMPLOYER shall indemnify and save harmless the ORGANIZATION from and against all claims, losses, damages, costs and expenses related to any illness, injury or death of a person, or loss or damage to property caused or alleged to be caused by the EMPLOYER or its servants or agents in carrying out the activities described in the present Contract.
24. This Contract is concluded and must be interpreted in accordance with the law applicable in the province or territory of Canada where the EMPLOYER operates a business.

Campus WorkLink Job Categories...

Administration/Finance	Jeweller Languages Linguistics Literature Museology Music Philosophy Teacher/Instructor Theology - Religion	Mining Technology Naval Architecture Oceanography Engineering Petroleum Engineering Physics Engineering Plant Production Technology Surveying Telecommunications Water Resource Engineering	Law and Security Administration Legal Assistance Notary Penal Law (LL.B.) Police Education Security Studies	Asian Studies Canadian Studies Cartography Child Care Classics Communications Community Support Work Counselling Demography Ecology Economics Education (High School) Education (Primary School) Educational and Professional Information Geography Heritage Interpretation History Home Economics Integration Services Counsellor - Education Stream International Relations International Studies Journalism Library Technician Native Studies Physical Education Physical Geography Political Science Psychoeducation Regional and Urban Development Renewable Resources Social Communication Social Sciences - General Social Work Sociology Survey and Research Topography Translation Urban Studies Women's Studies
Computer Studies	Computer Assisted Design Computer Engineering Computer Programming Computer Science Computer Systems, Information Systems Digitization/Web site design Geographic Information Systems Graphic Animation 2D/3D Graphic Design Information Processing Library and Information Science Local area network management Management Information Systems Micro Computer Applications Multimedia Communications PC Administration Project Management - Information Technology Software Development/Engineering Technical Writer Virtual Reality Technology Web Designer	Health Anatomy Audiology and Speech Sciences Biopsychology Chemical Dependency Work Chiropractic Studies Community Health Dental Hygienist Dentistry Dietetics Emergency Medical Technician Epidemiology Gerontology Health Administration Health Care Worker Health Sciences Home care program Immunology Inhalation Therapy Medical Laboratory Medical Transcription Medicine Nursing Nutrition Occupational Health and Safety Occupational Therapy Operational Research Optometry/Optical Ornithology Pharmacology Physiology Physiotherapy Psychology Public Health Inspection Radiology Rehabilitation Toxicology Veterinary Medicine Virology	Science/Applied Science Agriculture Agronomy Analytical Chemistry Animal Science Aquaculture Atmospheric Science Bacteriology Biochemistry Bioethics Biogeography Biology Biophysics Biostatistics Biotechnology Botany Chemistry Climatology Computer Science Ecosystem Management Entomology Environmental Protection Environmental Sciences Environmental Toxicology Food Sciences and Technology Forest Economics Forest Entomology Forest Pathology Forest Resource Management Forestry General Arts and Sciences Geochemistry Geodesy Geology Geomatics Geophysics Horticulture Human Kinetics Hydrogeology Hydrology Hydrometeorology Marine Biology Mathematics Meteorology Microbiology Molecular Biology Mycology Natural Science Nautical Science Neuroscience Oceanography Paleoecology Physics Plant Pathology Protective Clothing and Textiles Sciences Software Engineering Soil Science Spacial Science Water Resources Zootechnology	Trades/Vocational Audio-visual Technician Auto Mechanics Broadcasting, Radio/Television/Film Carpentry Cosmetology/Beautician Designer – Industrial Designer – Landscape Electricity Electronics Fashion Design Fire Prevention/Safety Technology Heavy Duty Mechanics Hydraulics and Pneumatics Interior Design Landscaping Machinery - General Machinist Maintenance - General Mechanic Painter Photography and Video Plumbing Printing Refrigeration and Air Conditioning Technician Small Engine Mechanics Stores/Warehouse Video productions Welding Wood Processing Techniques Woodworking Technology
Arts/Applied Arts	Animation Animator Art Conservation Art History Arts and Literature Ceramist Cinema Community Development Artist Designer Drama English English (Teaching) as a Second Language Ethics Fashion Marketing Fine Arts French French (Teaching) as a Second Language General Arts and Sciences Glass Blower Goldsmith Graphic Designer Illustrator	Engineering/Technology Aeronautical Engineering Aeronautical Technology Aerospace Engineering Agricultural Engineering Architecture Aviation Technician Building Engineering Building Techniques Chemical Engineering Chemical Technology Civil Architectural Technology Civil Engineering Electrical Engineering Electronics Engineering Electrotechnology Energy System/Conservation Technology Engineering Engineering Geology Engineering Technician Environmental Engineering Environmental Technology Ergonomics Forest Engineering Forest Lay-Out Forest Technician Hydrographics Technology Industrial Design Industrial Engineering Instrumentation Technology Marine Navigation Marine/Naval Engineering Material Engineering Mechanical Engineering Metallurgical Engineering Metallurgy Technology Mining Engineering	High School High School – Arts and Social Sciences High School – Enriched Program High School – General High School – Math and Science	Hospitality/Tourism Forest Recreation Hospitality (Cook/Chef) Hotel and Restaurant Management Leisure Studies Recreology Tourism
				Law/Legal Studies Air and Space Law Commercial Law (LL.B.) Correctional Studies Criminology Law (Civil) (LL.B.) Law (Common) (LL.B.) Law and Enforcement
				Social Science/Community Service Adult Education Anthropology Archeology Architecture Archival Studies

Notes

(This page is for your personal use.)

Notes

(Cette page peut étre utilisée à vos fins personnelles.)



Catégories d'emplois présentes dans le site Connection travail

SCIENCES ET TECHNOLOGIE

YOUNG CANADA WORKS JEUNESSE AU TRAVAIL

Modalités du contrat entre l'employeur et l'organisation

Note : Si votre candidature est retenue à titre d'employeur dans le cadre de Jeunesse Canada au travail en sciences et technologies, les modalités qui suivent feront partie de votre contrat avec l'organisation de coordination.

Modalités du contrat entre l'employeur et l'organisation

<p>209. Information à fournir</p> <p>Veuillez joindre, dans l'ordre indiqué, l'information suivante à votre formulaire de demande.</p> <table border="1"> <tr> <td data-bbox="47 1161 381 1179">208. Permis de conduire valide requis</td><td data-bbox="381 1161 534 1179">oui</td><td data-bbox="534 1161 686 1179">non</td></tr> <tr> <td data-bbox="47 1179 381 1200">207. Connaissances linguistiques</td><td data-bbox="381 1179 534 1200">français</td><td data-bbox="534 1179 686 1200">anglais</td><td data-bbox="686 1179 839 1200">dans les deux langues officielles</td></tr> <tr> <td data-bbox="47 1200 381 1220">205. Lieu du stage (centre urbain, ville, village; prov/terr; code postal)</td><td colspan="3" data-bbox="381 1200 1402 1220"></td></tr> <tr> <td data-bbox="47 1220 381 1240">203. Date du début du stage</td><td colspan="3" data-bbox="381 1220 1402 1240">204. Date de fin du stage</td></tr> <tr> <td data-bbox="47 1240 381 1261">202. Domaine du stage - Veuillez préciser s'il s'agit d'un stage en technologie ou en sciences</td><td colspan="3" data-bbox="381 1240 1402 1261"></td></tr> <tr> <td data-bbox="47 1261 381 1281">201. Titre du stage</td><td colspan="3" data-bbox="381 1261 1402 1281"></td></tr> <tr> <td data-bbox="47 1281 381 1301">Veuillez photocopier et remplir une Section 200 pour chacun des stages que vous souhaitez proposer dans le cadre de l'ensemble</td><td colspan="3" data-bbox="381 1281 1402 1301"></td></tr> <tr> <td data-bbox="47 1301 381 1322">Canada au travail en sciences et technologie. Ce ou ces profils pourront vous être utiles lors du processus de sélection des candidats ainsi que pour la lettre d'entente avec le ou les candidats choisis. Veuillez débuter chaque profil supplémentaire sur une nouvelle page.</td><td colspan="3" data-bbox="381 1301 1402 1322"></td></tr> <tr> <td data-bbox="47 1322 381 1342">200. Domaine du stage, dans l'ordre indiqué, l'information suivante à votre formulaire de demande.</td><td colspan="3" data-bbox="381 1322 1402 1342"></td></tr> </table>	208. Permis de conduire valide requis	oui	non	207. Connaissances linguistiques	français	anglais	dans les deux langues officielles	205. Lieu du stage (centre urbain, ville, village; prov/terr; code postal)				203. Date du début du stage	204. Date de fin du stage			202. Domaine du stage - Veuillez préciser s'il s'agit d'un stage en technologie ou en sciences				201. Titre du stage				Veuillez photocopier et remplir une Section 200 pour chacun des stages que vous souhaitez proposer dans le cadre de l'ensemble				Canada au travail en sciences et technologie. Ce ou ces profils pourront vous être utiles lors du processus de sélection des candidats ainsi que pour la lettre d'entente avec le ou les candidats choisis. Veuillez débuter chaque profil supplémentaire sur une nouvelle page.				200. Domaine du stage, dans l'ordre indiqué, l'information suivante à votre formulaire de demande.			
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SECTION 200 — PROFIL DU STAGE

SECTION 100 — PROFIL DE L'EMPLOYEUR	
101. Nom légal de l'organisation <input type="checkbox"/> Madame <input type="checkbox"/> Mademoiselle <input type="checkbox"/> Monsieur	
102. Numéro fédéral d'entreprise <small>(Retenues sur la paye ou de TPS)</small>	
103. <input type="checkbox"/> Madame <input type="checkbox"/> Mademoiselle <input type="checkbox"/> Monsieur 104. Nom du coordinateur du stage 105. Titre du coordinateur du stage	
106. Numéro civique 107. Centre urbain, ville ou village 108. Province/territoire 109. Code postal	
110. Téléphone 111. Télécopieur 112. Adresse électronique 113. Adresse du site Web (URL)	
114. Nombre d'employés <input type="checkbox"/> bénévoles seulement <input type="checkbox"/> 1-5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11-15 <input type="checkbox"/> 16-50 <input type="checkbox"/> 51 ou plus 115. Date de création de l'organisation	
116. Secteur économique (p. ex., arts, patrimoine, multimédia, etc.)	
117. Principal produit ou service	
118. Secrétariat de l'organisation <input type="checkbox"/> privé <input type="checkbox"/> public <input type="checkbox"/> à but non lucratif	
119. Votre organisation est-elle enregistrée auprès de l'Agence des douanes et du revenu du Canada en tant qu'organisme de bienfaisance ? <input type="checkbox"/> oui <input type="checkbox"/> non	
120. Si oui, quel est le numéro d'enregistrement ?	
121. Quelle langue officielle désirez-vous utiliser à des fins de correspondance ? <input type="checkbox"/> français <input type="checkbox"/> anglais	

Code de l'employeur (réservé à l'administration)

Formulaire de demande de l'employeur — 2002-2003

...EN SCIENCES ET TECHNOLOGIE

YOUNG CANADA WORKS
JEUNESSE AU TRAVAIL



ÉVALUATION DU PROGRAMME E1 SOLI — Jeunesse Canada a travail en sciences et technologie fait partie de la Stratégie emploi jeunesse du Canada annoncée le 12 février 1997. Pour permettre l'évaluation de l'incidence du programme, les employeurs et les stagiaires seront tenus de participer à un processus d'évaluation du programme, généralement par l'intermédiaire de questionnaires ou d'enquêtes administrées par le ministère du Patrimoine canadien ou ses agents. Les employeurs doivent offrir au stagiaire un appui à la recherche d'emploi et un suivi, et tenir à jour un dossier d'adresses à des fins d'évaluation et de collecte de données sur les résultats et les incidences du stage.

Note : Les projets en technologie proposent des stages remunerés dans le secteur de la technologie de l'information. Les PME axées sur la technologie et des expériences dans les PME axées sur la technologie et des expériences dans des secteurs de la technologie de l'information.

de l'employeur (et des copropriétaires), qui peuvent être financières et en nature, témoignement d'un engagement à l'égard du succès du projet. La participation maximale du gouvernement fédéral par stage en technologie s'élève à 10 000 \$ dans le cas des stages en sciences, à 12 000 \$. Les employeurs et les organisations de coordination peuvent utiliser jusqu'à concurrence de 20 pour cent de la contribution fédérale pour payer les frais d'administration liés au stage (tout en réservant 80 pour cent de la contribution pour la remunerération du jeune stagiaire).

Employeurs : en général, le programme finance de 50 à 75 pour cent des coûts engagés au titre du stage, notamment la rémunération, les avantages sociaux, le transport et l'hébergement du stagiaire. Les employeurs peuvent s'attendre à négocier les dispositions en matière de finance-ment et de mise en œuvre du stage avec l'organisation de coordination financement compétente. De l'aide additionnelle de financement pourra étre accordée aux promoteurs dans le but de faciliter le recrutement et la participation des personnes handicapées à ce volé du programme JCT. Les contributions de l'employeur (et des copropriétaires) qui participent à la

CONTRIBUTION DE JEUNESSE CANADA AU TRAVAIL — Les conditions suivantes s'appliquent : **Jeunes participants** : la remunération respectera les normes de l'industrie en vigueur dans la région ainsi que le niveau de formation et le type de stage. Lorsque le participant ou la participantne doit taller vivre et travailler dans une région du pays autre que son lieu de résidence, le programme pourra contribuer au financement du transport et de l'hébergement. **Note** : L'Agence des douanes et du revenu du Canada considère que le revenu et les indemnités compensatoires sont imposables et donnent droit à une pension et à une assurance, et doivent être déclarées par le participant.

6. <http://www.connexiontravail.com> pour avoir directement accès aux profils de diplôme(e)s canadien(ne)s, sans emploi ou sous-employé(e)s. Les employeurs qui n'ont pas accès à l'Internet peuvent obtenir de l'aide en communiquant avec les organisations de coordination pour se procurer une liste de participants disponibles dans leur région ou dans d'autres parties du Canada, et répondant aux qualités exigées.

veaux médias, y compris la gestion de documents électroniques. Par l'intermédiaire des nouvelles technologies de l'information, ces stages permettent d'améliorer l'accès à l'information sur l'histoire et les réalisations du Canada, ainsi que sa diffusion.

Grâce à Jeunesse Canada au travail, environ 40 jeunes autont l'occasion d'accroître leur créativité et leur capacité de résoudre des problèmes, de concrétiser des logiciels personnalisés et de transférer leur savoir-faire, de contribuer à la conception du contenu et à l'accès en direct, d'aider à la sauvegarde des documents et des collections à caractère culturel et patrimonial dans les nou-

de Canada et ses citoyens. Jeunesse Canada au travail en sciences et technologies est connaît de manière à tirer profit de ces éléments importants ainsi que des talents et compétences des jeunes afin de mieux faire connaître l'histoire du Canada et de mieux faire apprécier les réalisations, les personnalités, les lieux et les collections d'importance patrimoniale du Canada.

Le nouveau Canada au travail — ses objectifs en sciences et technologie — ses objectifs

Les établissements et organisations venues au Partimoline et à la culture, les entreprises à base de technologie et les organismes de recherche scientifique sont invités à collaborer avec le ministère du Partimoline canadien et les organisations de coordination de stages susceptibles d'aider ces jeunes à faire leur création sur le marché du travail.

programme Jeunesse Canada au travail (JCT) donnera à des jeunes diplômé(e)s des niveaux universitaire et collégial, sans emploi ou sous-emploi(e)s, la possibilité de mettre à profit leurs compétences dans le cadre de projets axes sur l'accès aux technologies nouvelles et la résolution de problèmes de production et de recherche stimulants, tout en leur permettant d'acquérir une expérience de travail utile et d'améliorer leurs perspectives d'emploi à long terme.

Le ministère du Patrimoine canadien aidera les employeurs à le mettre en œuvre. D'abord, le Comité de la Stratégie d'emploi jeunesse du Canada, qui offre environ 40 stages chaque année en sciences et technologie, offrira environ 40 stages chaque année en sciences et technologie, destinés à des jeunes de toutes les régions du Canada. Le

Le Programme Jeunesse Canada au travail

Guide de l'employeur et formulaire de demande

...EN SCIENCES ET TECHNOLOGIE

AIDEZ LES JEUNES CANADIENS ET CANADIENNES À VOUS AIDER

Aide aux employeurs qui embauchent des jeunes en 2002-2003

YOUNG CANADA WORKS JEUNESSE AU TRAVAIL

Patrimoine Canadian

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